Check Payment to: AECOM Inc. An AECOM Company 1178 Paysphere Circle Chicago, IL 60674 ACH Payment to: AECOM Inc. An AECOM Company Bank of America Account Number 5800937020 ABA Number 071000039 Wire Transfer Payment to: AECOM Inc. An AECOM Company Bank of America New York, NY 10001 Account Number 5800937020 ABA Number 026009593 SWIFT CODE BOFAUS3N



49.01

250 Apollo Drive, Chelmsford, MA 01824 Tel: 978-905-2100 Fax: 978-905-2101

Federal Tax ID No. 06-0852759

ATTN: WILLARD F. POTTER LOWER PASSAIC RIVER CPG DE MAXIMIS, INC. 186 CENTER STREET CLINTON, NJ 08809 Invoice Date: 06-OCT-16 Invoice Number: 4137818068

Agreement Number: 60145884

**Agreement Description:** 

Payment Term: 45 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60145884 Project Name : LPR RI Activities

Bill Through Date: 27-AUG-16 - 30-SEP-16

Task Number: J100 Task Name: HHRA Planning

**Labor Bill Rate** 

Employee Name/Title	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	Bill Rate	Billed Amt
Ruffle, Betsy	P20	02-SEP-16	0.50	181.50	90.75
Ruffle, Betsy	P20	16-SEP-16	0.50	181.50	90.75
Ruffle, Betsy	P20	23-SEP-16	1.00	181.50	181.50
Ruffle, Betsy	P20	30-SEP-16	1.50	181.50	272.25
				_	

Total Labor Bill Rate 3.50 635.25

Miscellaneous

DescriptionBilled AmtComputer/Telecom/Copier19.06

Total Miscellaneous 19.06

Task Total : HHRA Planning 654.31

Task Number: J200 Task Name: HHRA Communication

Labor Bill Rate

Employee Name/Title	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	Bill Rate	Billed Amt
Ruffle, Betsy	P20	02-SEP-16	0.50	181.50	90.75
Ruffle, Betsy	P20	16-SEP-16	0.50	181.50	90.75
Ruffle, Betsy	P20	30-SEP-16	8.00	181.50	1,452.00
				_	

Total Labor Bill Rate 9.00 1,633.50

Miscellaneous

**Total Miscellaneous** 

DescriptionBilled AmtComputer/Telecom/Copier49.01

Task Total : HHRA Communication 1,682.51

Task Number: J907 Task Name: RTC on BHHRA

Labor Bill Rate

Employee Name/Title	Title/Expenditure	<u>Date</u>	<b>Hours</b>	Bill Rate	<b>Billed Amt</b>
Bendix, Louise	P13	09-SEP-16	1.00	80.00	80.00
Bendix, Louise	P13	16-SEP-16	1.00	80.00	80.00
Kennedy, Robert K	P18	02-SEP-16	0.50	138.00	69.00
Ruffle, Betsy	P20	02-SEP-16	11.00	181.50	1,996.50
Ruffle, Betsy	P20	09-SEP-16	16.50	181.50	2,994.75
Ruffle, Betsy	P20	16-SEP-16	9.50	181.50	1,724.25

Labor Bill Rate  Employee Name/Title Ruffle, Betsy Ruffle, Betsy Vosnakis, Kelly A S Total Labor Bill Rate	Title/Expenditure P20 P20 P17 P17 P17 P17 P17	<u>Date</u> 23-SEP-16 30-SEP-16 02-SEP-16 02-SEP-16 09-SEP-16 09-SEP-16 23-SEP-16	8.00 4.00 3.00 5.75 5.50 3.00 1.00	Bill Rate 181.50 181.50 138.00 138.00 138.00 138.00 138.00	Billed Amt 1,452.00 726.00 414.00 793.50 759.00 414.00 138.00
Miscellaneous Description					Billed Amt
Computer/Telecom/Copier				_	345.09
Total Miscellaneous					349.23
Task Total : RTC on BHHRA					11,990.23
Task Number : V110		Task Name: PM Schedule, Budget			
Labor Bill Rate  Employee Name/Title Herberich, James F Kelmar, Laura A Simmons, Douglas E Wineberg, Danielle A Wineberg, Danielle A Wineberg, Danielle A  Total Labor Bill Rate  Miscellaneous  Description Computer/Telecom/Copier  Total Miscellaneous  Task Total : PM Schedule, Budget	Title/Expenditure P19 P20 P20 P20 P20 P20 P20 P20 UNASSIGNED. UNASSIGNED. UNASSIGNED.	Date 30-SEP-16 02-SEP-16 09-SEP-16 16-SEP-16 23-SEP-16 30-SEP-16 30-SEP-16 02-SEP-16 09-SEP-16	Hours 1.00 4.00 6.00 1.00 2.00 1.00 3.25 4.00 3.00	Bill Rate  152.00 181.50 181.50 181.50 181.50 181.50 181.50 80.00 80.00 80.00	Billed Amt 152.00 726.00 1,089.00 181.50 363.00 181.50 260.00 320.00 240.00  3,694.50  Billed Amt 110.84  110.84
Task Number: V120		Task Name: PM Monthly Report			
Labor Bill Rate  Employee Name/Title  Kelmar, Laura A  Kelmar, Laura A  Total Labor Bill Rate	<u>Title/Expenditure</u> P20 P20	<u><b>Date</b></u> 02-SEP-16 16-SEP-16	Hours 1.00 1.50 2.50	Bill Rate 181.50 181.50	Billed Amt 181.50 272.25 453.75
Miscellaneous <u>Description</u> Computer/Telecom/Copier					Billed Amt 13.61
Total Miscellaneous				-	13.61
Task Total : PM Monthly Report					467.36
Task Number: V130		Task Name: PM TC Meetings			
Labor Bill Rate Employee Name/Title Ruffle, Betsy Vosnakis, Kelly A S Total Labor Bill Rate	<u>Title/Expenditure</u> P20 P17	<u>Date</u> 09-SEP-16 09-SEP-16	Hours 10.00 12.00	Bill Rate 181.50 138.00	Billed Amt 1,815.00 1,656.00 3,471.00

Reimburs	sable					
Expenditure Type	Employee/Vendor Name	<u>Date</u>	Inv Number	Raw Cost	<u>Multiplier</u>	Billed Amt
Breakfast	Vosnakis, Kelly A S	07-SEP-16	EXP4522240	7.28	1.0000	7.28
Dinner	Ruffle, Betsy	07-SEP-16	EXP4523677	20.47	1.0000	20.47
Mileage	Ruffle, Betsy	07-SEP-16	EXP4523677	37.80	1.0000	37.80
Parking	Ruffle, Betsy	07-SEP-16	EXP4523677	14.00	1.0000	14.00
Parking	Vosnakis, Kelly A S	07-SEP-16	EXP4522240	20.00	1.0000	20.00
Travel All Other	Vosnakis, Kelly A S	30-AUG-16	EXP4522240	368.00	1.0000	368.00
Travel All Other	Ruffle, Betsy	31-AUG-16	EXP4513155	396.00	1.0000	396.00
Travel All Other	Ruffle, Betsy	07-SEP-16	EXP4523677	4.00	1.0000	4.00
Total Rei	mbursable			867.55	_	867.55
Miscellan	eous					
<u>Description</u> Computer/Telecom/Copi	or					Billed Amt 104.13
Computer/Telecom/Copi	ei					104.13
Total Mis	cellaneous				_	104.13
Task Total : PM	TC Meetings					4,442.68
Project Total : LPR RI	Activities					23,042.43
Invoice S	Summaries					23,042.43
Retention Amount :						0.00
Pre-Tax Amount :						23,042.43
Tax Amount :						0.00
Total Invoice Amount :					_	23,042.43

# TABLE 1. WORK ACTIVITIES SEPTEMBER BILLING PERIOD PROJECT 60145884 RI ACTIVITIES



Task	Title	Work Activities
J100	HHRA - Management/Planning	Weekly task scope/budget review, invoice review, task scoping and scheduling.
J200	HHRA - Communication	Project Communications, data integration slide preparation, calls with dmi regarding species and exposure areas. Reviewed EPA comments on RAO/PRG Tech Memo and drafted responses to comments.
J907	RTC on BHHRA	Preliminary review of comments and preparation of draft and final responses to comments.
V110	PM - Schedule & Budget Management	Developed invoices, tables, backup information for invoices. Reviewed and revised Task Authorization requests. Reviewed and processed vendor invoices. Formatted and transmitted CSO/sediment sampling map.
V120	PM - Reporting	Preparation of the draft August EPA monthly progress report.
V130	PM - TC Meetings	Participation in TC meeting in Newark.

1 of 1 September 2016

## Expense Report Detail September 2016 Billing Period 60145884 RI Activities

PROJECT	TASK	EMPLOYEE NAME	EXPENDITURE TYPE	DESCRIPTION	DATE	AMOUNT
60145884	V130	Ruffle, Betsy	Dinner	Dinner	7-Sep-16	\$ 20.47
60145884	V130	Ruffle, Betsy	Mileage	Round Trip between Train Station and Home (70 miles)	7-Sep-16	
60145884	V130	Ruffle, Betsy	Parking	Parking at Train Station	7-Sep-16	
60145884	V130	Ruffle, Betsy	TRA-Travel All Other	Train Fare	31-Aug-16	
60145884	V130	Ruffle, Betsy	TRA-Travel All Other	Revised Train Fare	7-Sep-16	



Expense report number EXP4523677 was previously submitted for approval.

#### Expense Report EXP4523677

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

#### **Submission Instructions**

#### PROCESS CHANGE: Please read carefully.

To complete the expense report submission process, you must:

- \*\*Create electronic file(s) for all itemized receipts and documentation. Be sure to include AMEX corporate card receipts.
- \*\*Click the Submit Receipts link below to open the webpage to submit your documentation. Attach electronic file(s) and send per the instructions on the webpage.
- \*\*DO NOT mail anything into AP. You are responsible for maintaining your original documentation.

Once receipts are submitted, your expense report will be audited and then your manager (or specified approver) will be notified that their approval is needed for the expense report. Upon their approval, you will receive email notification. The expense report will be processed and paid only after this approval has taken place, and the receipt documentation has been received and reviewed by Accounts Payable.

If your manager does not take action within 7 days, the expense report will be escalated to their manager for approval. To check report status, or view the current approver for your expense report, please visit the Track Submitted Expense Reports section under your Expenses Homepage.



Submit Receipts

#### **General Information**

Employee Name Ruffle, Betsy

(647201)

Expense Dates 07-SEP-2016 - 07-

SEP-2016

Cost Center (DEPT) 7965

Detailed Business Purpose LPR TC Meeting

Approver Tammi, Carl E

Original Receipts Status
Report Submit Date
Report Total
Reimbursement Amount
Received
13-SEP-2016
76.27 USD
37.80 USD

#### **MarkView Attachments**

MarkView	Туре	Description	Category	Last Updated By	Last Updated	Delete
•	Expense Report Receipts	EXP4523677	MarkView Document	BERUBEE	13-Sep-2016	â

#### AECOM TECH CORP

Signature

## Expense Lines Expense Allocations Weekly Summary Approval Notes [1] Project Allocations

## Expand All | Collapse All

Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project	Task	Project Expenditure Organization
	☐ All					76.27						
	1	Credit Card	07-Sep-201	6 TRA-Parking	14.00 USD	14.00	МВТА		Parking at train station	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965
	2	Credit Card	07-Sep-201	6 TRA-Dinner	8.00 USD 20.47	8.00	TERMINAL WINES AND LIQUOR		Dinner	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965
	3	Credit Card	07-Sep-201	6 TRA-Travel All Oth	er 4.00 USD	4.00	NATIONAL RR PSGR CORP		Revised train fare	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965
	4	Credit Card	07-Sep-201	6 TRA-Dinner	12.47 USD	12.47	ZARO NEWARK INC		Dinner	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965
	5	Mileage	07-Sep-201	6 TRA-Mileage	37.80 USD	37.80		-	RT Boxoboro to Westwood/train station	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965

Corporate Card Business Expenses 38.47
Cash and Other Business Expenses 37.80

Expense Report Total 76.27 USD

Company Paying to Credit Card Issuer 38.47 USD

Reimbursement to You 37.80 USD

Corporate Card Personal Expenses 0.00
Corporate Card Itemized Personal Expenses 0.00
You Pay to Credit Card Issuer 0.00 USD

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Expense report number EXP4523677 was previously submitted for approval.

#### Expense Report EXP4523677

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

#### **Submission Instructions**

#### PROCESS CHANGE: Please read carefully.

To complete the expense report submission process, you must:

- \*\*Create electronic file(s) for all itemized receipts and documentation. Be sure to include AMEX corporate card receipts.
- \*\*Click the Submit Receipts link below to open the webpage to submit your documentation. Attach electronic file(s) and send per the instructions on the webpage.
- \*\*DO NOT mail anything into AP. You are responsible for maintaining your original documentation.

Once receipts are submitted, your expense report will be audited and then your manager (or specified approver) will be notified that their approval is needed for the expense report. Upon their approval, you will receive email notification. The expense report will be processed and paid only after this approval has taken place, and the receipt documentation has been received and reviewed by Accounts Payable.

If your manager does not take action within 7 days, the expense report will be escalated to their manager for approval. To check report status, or view the current approver for your expense report, please visit the Track Submitted Expense Reports section under your Expenses Homepage.



Submit Receipts

#### **General Information**

Employee Name Ruffle, Betsy

(647201)

Expense Dates 07-SEP-2016 - 07-

SEP-2016

Cost Center (DEPT) 7965
Detailed Business Purpose LPR TC Meeting

Approver Tammi, Carl E

Original Receipts Status Received
Report Submit Date 13-SEP-2016
Report Total 76.27 USD

Reimbursement Amount 37.80 USD

#### **MarkView Attachments**

MarkView	Туре	Description	Category	Last Updated By	Last Updated	Delete
•	Expense Report Receipts	EXP4523677	MarkView Document	BERUBEE	13-Sep-2016	â

AECOM TECH CORP

Signature

Expense Lines Expense Allocations Weekly Summary Approval Notes [1] **Business Expenses** 

#### **Credit Card Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing		Reimbursable Amount (USD)		Organization Name	Business Purpose	Reference Number
07-Sep-2016	14.00 USD		Parking at train station	мвта				14.00				
07-Sep-2016	8.00 USD	TRA-Dinner		TERMINAL WINES AND LIQUOR				8.00				
07-Sep-2016				NATIONAL RR PSGR CORP				4.00				
07-Sep-2016	12,47 USD	TRA-Dinner	Diffici	ZARO NEWARK INC				12.47				
							Total	38.47				

#### Mileage Expenses

Start Date End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD) Details Attachments			
07-Sep-2016 07-Sep-2016	TRA-Mileage	RT Boxoboro to Westwood/train station	70(Miles)	0.54			37.80		40	
						Total	37.80			

Corporate Card Business Expenses Cash and Other Business Expenses 38.47 37.80 Expense Report Total 76.27 USD Company Paying to Credit Card Issuer

Reimbursement to You 37.80 USD

Corporate Card Personal Expenses Corporate Card Itemized Personal Expenses 0.00 0.00 You Pay to Credit Card Issuer 0.00 USD

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38.47 USD

Mileage = 70 miles
round trip
Boxboro to Westwood

TC Meeting for LPR in Newark

60145884-V130

764513090719372016

CASH AND CREDIT Route 128 Garage 50 University Road Westwoood MA 02090

Entry Time:

09/07/16 5:02 AM

Exit Time: 09/07/16 7:37 PM

Duration: Od. 14h. 35m.

Pay Station: 13 Tran: 7645 Ticket# 81534

Receipt #:0000046609

\$ 14.00 Default

Total:

14.00

0.00 Tender: AMEX 14.00

Last 4 digits: 2009 0.00 Change:

LAZ Parking Phone: 781-320-0027 1/FAX: 781-320-0019

JERMINAL HIM SET TONG 1 RAYMON PLZ H SIL 12 NEHARK. NJ 11/102 (9/3)424-0095

Herriamt 10: 3335 ferm at boul

Store It: 1001 Ref II: OUP4

Sale

AHEX

Entry Method: Swiped

Total: \$

8.00

09.07/16

15:26:55

Inv #: 600624

Appr Code: 515636

Transaction ID: 004395171418973

Approd: Online

Batchii: 000262

Customer Copy

Dinner 9/7/16

Zaro's Bakery 1 Raymond Plaza West Newark Penn Station

09/07/2016 Host: Italys 3:11 PM ORDER #1304 10305 8.99 Cobb Salad 2.85 Black & White Cookie

11.84 Subtotal 0.63 Tax

12, 47 For Here Total

Amex

12.47

Auth: 017660

Thank You!

--- Check Closed ----



Expense report number EXP4513155 was previously submitted for approval.

#### Expense Report EXP4513155

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

#### **Submission Instructions**

#### PROCESS CHANGE: Please read carefully.

#### To complete the expense report submission process, you must:

- \*\*Create electronic file(s) for all itemized receipts and documentation. Be sure to include AMEX corporate card receipts.
- \*\*Click the Submit Receipts link below to open the webpage to submit your documentation. Attach electronic file(s) and send per the instructions on the webpage.
- \*\*DO NOT mail anything into AP. You are responsible for maintaining your original documentation.

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If your manager does not take action within 7 days, the expense report will be escalated to their manager for approval. To check report status, or view the current approver for your expense report, please visit the Track Submitted Expense Reports section under your Expenses Homepage.



Submit Receipts

#### **General Information**

Employee Name Ruffle, Betsy

(647201)

Expense Dates 31-AUG-2016 - 31-

AUG-2016

Cost Center (DEPT) 7965

Detailed Business Purpose LPR TC Meeting

Approver Tammi, Carl E

Original Receipts Status
Report Submit Date
Report Total
Reimbursement Amount
0.00 USD

#### **MarkView Attachments**

MarkView	Туре	Description	Category	Last Updated By	Last Updated	Delete	
	Expense Report Receipts	EXP4513155	MarkView Document	BERUBEE	09-Sep-2016	a	

#### AECOM TECH CORP

#### Signature

Expense Lines Expense Allocations Weekly Summary Approval Notes [2] **Project Allocations** Expand All | Collapse All Payment Receipt **Project Expenditure** Reimbursable Focus Line Method Date **Expense Type** Amount (USD) Merchant Location Justification Project Task Amount Organization □ All 396.00 31-Aug-2016 TRA-Travel All Other 396.00 USD 1 Credit Card 396.00 NATIONAL RR Train fare 60145884 V130 41.ACM.US\_ME.7965 PSGR CORP LPR RI PM TC Activities Meetings

Corporate Card Business Expenses
Cash and Other Business Expenses
0.00
Expense Report Total
396.00 USD

Company Paying to Credit Card Issuer 396.00 USD

Reimbursement to You 0.00 USD

Corporate Card Personal Expenses 0.00
Corporate Card Itemized Personal Expenses 0.00
You Pay to Credit Card Issuer 0.00 USD

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Berube, Elizabeth From: Ruffle, Betsy Thursday, September 08, 2016 8:55 AM Sent: Berube, Elizabeth To: Subject: FW: Amtrak: eTicket and Receipt for Your 09/07/2016 Trip - BETSY RUFFLE Attachments: Ruffle Betsy 201608310657440674.pdf Categories: **Green Category** From: etickets@amtrak.com [mailto:etickets@amtrak.com] Sent: Wednesday, August 31, 2016 6:58 AM To: Ruffle, Betsy Subject: Amtrak: eTicket and Receipt for Your 09/07/2016 Trip - BETSY RUFFLE SALES RECEIPT Purchased: 08/31/2016 3:57 AM PTThank you for your purchase. 1. Retain this receipt for your records. 2. Print the attached eTicket and carry during your trip. Merchant ID 0090860 Massachusetts AvenueWashington, DC 20002800-USA-RAILAmtrak.com Reservation Number - 3C3FA7ROUTE 128-WSTWD, MA - NEWARK PENN STA, NJ (Round-Trip) AUGUST 31, 2016 Billing Information BETSY RUFFLE95 TOKATAWAN SPRING LNBOXBOROUGH, MA 01719-American Express ending in 2009 (Purchase) Authorization Code 260098 Total \$396

Purchase Summary - Ticket Number 2440908003755

Train 2151: ROUTE 128, MA - NEWARK (PENN STATION), NJDepart 5:19 AM, Wednesday, September 7, 2016

#### 1 ACELA EXPRESS BUSINESS CL SEAT

\$198.00

Ticket Terms & Conditions

ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE

Subtotal

\$198.00

Train 2168: NEWARK (PENN STATION), NJ - ROUTE 128, MADepart 4:30 PM, Wednesday, September 7, 2016

1 ACELA EXPRESS BUSINESS CL SEAT

\$198.00

**Ticket Terms & Conditions**ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE

Subtotal

\$198.00

**Total Charged by Amtrak** 

\$396.00

## **Passengers**

Betsy Ruffle

## Important Information

- Tickets are non-transferrable.
- Changes to your itinerary may affect your fare.
- Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, call us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For most Acela Express Business class reservations and Reserved Coach class reservations, you must cancel your reservation at least 48 hours prior to the train's departure in order to be eligible for a full refund. If the reservation is canceled within 48 hours of departure, a refund fee will apply. If the reservation is not canceled prior to scheduled departure ("no show"), the entire amount paid for the reservation will be forfeited. See the refund/exchange policy at Amtrak.com/refund.
- Summary of Conditions of Contract: Ticket valid for carriage or refund (subject to the
  refund rules of the fare purchased) for twelve months after date of issue unless otherwise
  specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel
  agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided
  by Amtrak. This ticket is a contract of carriage between Amtrak and the ticket holder,
  which is subject to specific terms and conditions, which are available for inspection at
  Amtrak ticket counters, on the Amtrak website at <u>Amtrak.com/conditionsofcontract</u>, or by
  calling 1-800-USA-RAIL. Tickets sold for non-Amtrak service are subject to the tariffs of
  the providing carrier.
- Questions? Contact us online at <u>Amtrak.com/contact</u> or call 1-800-USA-RAIL (1-800-872-

## Expense Report Detail September 2016 Billing Period 60145884 RI Activities

PROJECT	TASK	EMPLOYEE NAME	EXPENDITURE TYPE	DESCRIPTION	DATE	AMOUNT
60145884	V130	Vosnakis, Kelly	Breakfast	Breakfast	7-Sep-16	\$ 7.28
60145884	V130	Vosnakis, Kelly	Parking	Parking at Train Station	7-Sep-16	
60145884	V130	Vosnakis, Kelly	TRA-Travel All Other	Train Fare	30-Aug-16	



Expense report number EXP4522240 was previously submitted for approval.

#### **Expense Report EXP4522240**

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

#### **Submission Instructions**

#### PROCESS CHANGE: Please read carefully.

#### To complete the expense report submission process, you must:

- \*\*Create electronic file(s) for all itemized receipts and documentation. Be sure to include AMEX corporate card receipts,
- \*\*Click the Submit Receipts link below to open the webpage to submit your documentation. Attach electronic file(s) and send per the instructions on the webpage.
- \*\*DO NOT mail anything into AP. You are responsible for maintaining your original documentation.

Once receipts are submitted, your expense report will be audited and then your manager (or specified approver) will be notified that their approval is needed for the expense report. Upon their approval, you will receive email notification. The expense report will be processed and paid only after this approval has taken place, and the receipt documentation has been received and reviewed by Accounts Payable.

If your manager does not take action within 7 days, the expense report will be escalated to their manager for approval. To check report status, or view the current approver for your expense report, please visit the Track Submitted Expense Reports section under your Expenses Homepage.



Submit Receipts

#### **General Information**

Employee Name Vosnakis, Kelly A S

(647281)

Expense Dates 30-AUG-2016 - 07-

SEP-2016

Cost Center (DEPT) 7965

Detailed Business Purpose TC meeting

Approver Ruffle, Betsy

Original Receipts Status Received 11-SEP-2016
Report Total 395.28 USD
Reimbursement Amount 0.00 USD

#### **MarkView Attachments**

MarkView	Туре	Description	Category	Last Updated By	Last Updated	Delete
	Expense Report Receipts	EXP4522240	MarkView Document	VOSNAKISK	11-Sep-2016	0

#### AECOM TECH CORP

#### Signature

Expense Lines Expense Allocations Weekly Summary Approval Notes [2] **Project Allocations** 

#### Expand All | Collapse All

Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project	Task	Project Expenditure Organization
	□ All					395.28						
	1	Credit Card	30-Aug-2016	TRA-Travel All Other	368.00 USD	<del>368.00</del>	NATIONAL RR PSGR CORP		train ticket	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965
	2	Credit Card	07-Sep-2016	TRA-Breakfast	7.28 USD	7.28	THOMAS DEJORDY		breakfast	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965
	3	Credit Card	07-Sep-2016	TRA-Parking	20.00 USD	20.00	VPNE		parking	60145884 LPR RI Activities	V130 PM TC Meetings	41.ACM.US_ME.7965

Corporate Card Business Expenses Cash and Other Business Expenses 395.28 0.00 Expense Report Total 395.28 USD

Company Paying to Credit Card Issuer 395.28 USD

> Reimbursement to You 0.00 USD

0.00 Corporate Card Personal Expenses Corporate Card Itemized Personal Expenses 0.00

You Pay to Credit Card Issuer 0.00 USD

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### Vosnakis, Kelly

From:

Kelly Vosnakis < kellyvosnakis@gmail.com >

Sent:

Tuesday, August 30, 2016 11:04 PM

To:

Vosnakis, Kelly

Subject:

Fwd: Amtrak: eTicket and Receipt for Your 09/07/2016 Trip - KELLY VOSNAKIS

Attachments:

Vosnakis Kelly 201608302302430081.pdf

On Aug 30, 2016, at 11:02 PM, etickets@amtrak.com wrote:

#### **SALES RECEIPT**

× \*\*

Purchased: 08/30/2016 8:02 PM PTThank you for your purchase.

- 1. Retain this receipt for your records.
- 2. Print the attached eTicket and carry during your trip.

Merchant ID 0062860 Massachusetts AvenueWashington, DC 20002800-USA-RAILAmtrak.com

# Reservation Number - 3C1D92PROVIDENCE, RI - NEWARK PENN STA, NJ (Round-Trip) AUGUST 30, 2016 Billing Information

KELLY VOSNAKIS694 PODUNK RDEAST BROOKFIELD, MA 01515-

American Express ending in 1005 (Purchase) Authorization Code 240076

**Total \$368** 

## Purchase Summary - Ticket Number 2430628130103

Train 2151: PROVIDENCE, RI - NEWARK (PENN STATION), NJDepart 5:40 AM,

Wednesday, September 7, 2016 1 ACELA EXPRESS BUSINESS CL SEAT

\$172.00

Ticket Terms & Conditions ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE

Subtotal

\$172.00

Train 2168: NEWARK (PENN STATION), NJ - PROVIDENCE, RIDepart 4:30 PM,

Wednesday, Se 1 ACELA EXPRE			ΛT					
								\$196.00
Ticket Terms ( SERVICE	& Conditi	i <b>ons</b> acela e	XPRESS S	ERVICE, NO I	PARTIAL	REFUND IF	USED ON OTH	ER
								Subtotal
							\$	196.00
	***	10.57(1.5.5)	X20X	******		Total C	harged by	Amtrak
							\$	368.00
Passengers						1		

Important Information

Tickets are non-transferrable.

Changes to your itinerary may affect your fare.

Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, call us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For most Acela Express Business class reservations and Reserved Coach class reservations, you must cancel your reservation at least 48 hours prior to the train's departure in order to be eligible for a full refund. If the reservation is canceled within 48 hours of departure, a refund fee will apply. If the reservation is not canceled prior to scheduled departure ("no show"), the entire amount paid for the reservation will be forfeited. See the refund/exchange policy at Amtrak.com/refund.

Summary of Conditions of Contract: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after date of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage between Amtrak and the ticket holder, which is subject to specific terms and conditions, which are available for inspection at Amtrak ticket counters, on the Amtrak website at Amtrak.com/conditionsofcontract, or by calling 1-800-USA-RAIL. Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.

Questions? Contact us online at Amtrak.com/contact or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

IGT Garage 10 Memorial Blvd. Providence, R.I.02903

09/07/2016 05:37 09/07/2016 19:36 '3102 5526 A \$20.00 \$0.00
\$20.00 \$20.00

Thank you for your visit Please come again!

## Cafe La France

401) 273-3010	Sep 7, 2016 6:14 AM
Authorization 540462	AmEx 1005
Receipt 8h19	11
Egg,ch,meat	\$3,99
iced Coffee	\$2.75
Subtotal	\$6.74
Sales Tax	\$0.47
Meals Tax	\$0.07
	\$7.28
Total AmEx 1005 (Swipe)	\$7.28

(1)